



**City of Milwaukie
Employment Opportunity**

Administrative Specialist II

Full-time, Temporary

Apply by: September 13, 2013 at 4:00 p.m.

Status: **Full-time temporary, 40 hours/week**
Hours: **Monday – Friday, general business hours**
Work location: **Will work at multiple locations in various City buildings**
Department: **Records and Information Management**
Salary: **\$3,155 - \$4,027 Monthly – Non Exempt**
Benefits: **There are no benefits with this position**

This position will directly support multiple City departments at three separate locations, performing a variety of administrative support activities of moderate complexity. The position will work from the City's Johnson Creek location three days per week; City Hall one day per week and the Public Safety Building one day a week. Day to day instruction and assignments will be provided by the specific department, but overall management and direction will be provided by the Director of Records and Information Management.

Essential duties and responsibilities: provide customer service and/or reception support to internal and external customers; provide administrative support using computer software skills; process and distribute incoming and outgoing mail; archive and retrieve records in accordance with State records law; process a variety of moderately difficult to complex paperwork; may prepare documents and packets in electronic format for web use and other duties as assigned.

The ideal candidate should have thorough knowledge of office practices, procedures and equipment; excellent organizational skills; the ability to multitask and be able to work independently

Qualifications: To apply you must be 18 years of age, have a high school diploma/GED and two years of administrative experience.

Selection Process: Applications will be screened to determine the candidates being invited to an interview. Preference will be given to those applicants who have direct and relevant education and/or work experience.

Application Process: All candidates must submit a completed City employment application, a resume and a cover letter noting your interest in this position. Please send your signed application materials to Human Resources at 10722 SE Main Street, Milwaukie, OR 97222.

Immigration law notice: Only US citizens and aliens authorized to work in the United States will be hired. All new employees will be required to complete and sign an employment eligibility form and present documentation verifying identity and employment eligibility.

Equal employment opportunity: All qualified persons will be considered for employment without regard for race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law.

Veteran's preference: Under Oregon Law, qualified veterans may be eligible for veteran's preference in application for City of Milwaukie positions. If you are a veteran, or disabled veteran, and would like to be considered for a veteran's preference for the job for which you are applying, check the appropriate box on the application form. To qualify for veteran's preference, veterans must provide appropriate documentation along with their application materials before the application deadline date listed on the job announcement.

Minorities, women, and qualified individuals with disabilities are urged to apply. If you wish to identify yourself as an individual under the Americans with Disabilities Act of 1990 and will be requesting accommodation or assistance with any part of the application process, please notify Human Resources.

***Equal Opportunity/Affirmative Action Employer
Women and Minorities are Encouraged to Apply***